COPS

COMMUNITY ORIENTED POLICING SERVICES
U.S. DEPARTMENT OF JUSTICE

COPS MORE: Redeployment by Report

Introduction

The Sunshine Police Department applies for a MORE grant to purchase 12 laptop computers with supporting hardware and report writing software. Currently, all officers hand-write their reports. The department has a sworn force strength of 25 officers with four patrol officers assigned to each shift. Last year, the department generated a total of 28,763 reports. Each officer currently spends about 40 minutes writing each report and averages five reports per shift. If the department receives the MORE grant, they estimate that each officer will save approximately 20 minutes per report, cutting the time it takes to complete the reports in half. The cost of the laptops with supporting hardware/software is $60,000. To determine required level of redeployment, the department uses the following formula which is laid out in the Cost Effectiveness Worksheet portion of the grant application.

Required Redeployment

Line 1 - Entry level salary of SWORN police officer (as of Jan. 1, 1998)	1. $23,000
Line 2 - Fringe benefits of SWORN police officer (as of Jan. 1, 1998)	2. $ 3,000
Line 3 - Add lines 1 and 2	3. $26,000
Line 4 - Multiply line 3 by .75	4. $19,500
Line 5 - Enter figure on line 4 or $25,000, whichever is less	5. $19,500
Line 6 - Total cost of item, system, or group of like items	6. $60,000 (100%)
Line 7 - Federal amount requested	7. $45,000 (75%)
Can be no more than 75% of total item cost (line 6)	
Line 8 - Divide line 7 by line 5	8. **2.3 FTE**

Actual Redeployment

Using the number of reports the department generated in the previous year, the department uses the following formula to calculate the estimated actual redeployment for this grant;

28,763 reports per yr. x 20 min. per report = 575,260 min.
575,260 min./ 60 min. = 9,587 hrs. saved
9,587 hrs. saved / 1824 hrs. (Cops standard) = **5.3 FTE**

The department exceeds the required redeployment level and is awarded the MORE grant.

Redeployment Tracking

The Sunshine Police Department must now develop a plan to track redeployment once their system becomes operational. The agency begins its redeployment tracking plan with a short summary of the project and how it will save time for officers within the agency.

"The Sunshine Police Department was awarded a grant to purchase 12 laptops with supporting hardware and report writing software to make writing reports more efficient. Prior to the implementation of the grant, the

department estimated that each officer spent about 40 minutes writing each report. Through the use of the new laptops and report writing software, we estimate that we will cut this time in half."

The department then goes on to explain what method they will use to track the time savings realized through the use of the laptops and report writing software.

"In order to track the time savings that officers will realize under this grant, we have issued log sheets to each officer and asked them to log in the time that is spent entering reports into the laptop and sending them to headquarters through wireless transfer. On a monthly basis we will take a sample of the time logs for 12 officers on varying shifts to determine the average amount of time officers spend writing a report after the awarded equipment becomes operational."

The final part of the redeployment tracking plan includes an explanation of how the time saved through this grant will allow the department to enhance its community policing efforts.

"With the time saved through the use of the grant funded equipment, the department will begin a school resource officer program in the high school. Additionally, we hope to begin conducting a citizen survey on crime and institute several neighborhood watch programs."

Implementing the Redeployment Tracking Plan

The department implements the grant and each officer submits a time log each shift showing time savings that is achieved as a result of the grant. The log sheets are then totaled for each officer and entered into a spreadsheet tracking the time savings that each officer realizes. Because tracking the time savings for 25 officers can be time consuming, the department uses a sample of 12 officers who work varying shifts to determine time savings for the entire department. Using the log sheets, the department is able to create the following spreadsheet to determine how long it takes officers to do a report on average. A sample of the spreadsheet that they use to track the hours saved follows:

Officer	Reports per Shift	Time spent writing reports
Dame	8	180 minutes (3 hours)
Chapman	5	135 minutes (2.25 hours)
Neely	3	60 minutes (1 hour)
Mehring	6	150 minutes (2.5 hours)
Bezdikian	6	150 minutes (2.5 hours)
Clark	2	30 minutes (.5 hours)
Scrivner	5	120 minutes (2 hours)
Gorniak	7	225 minutes (3.75 hours)
Dodge	6	150 minutes (2.5 hours)
Webb	8	180 minutes (3 hours)
Phillips	6	150 minutes (2.5 hours)
Alford	4	120 minutes (2 hours)
Total	**66**	**1,650 minutes (27.5 hours)**

Three months after the equipment becomes fully operational, the department is able to tabulate on a daily basis the time savings that accrues over the course of the grant. Based on the sample, the department finds that on average each officer spends an average of 25 minutes per report. This results in a time savings of 15 minutes per report.

1,650 min. / 66 reports = 25 min. per report
40 min. per report (prior to grant) - 25 min. per report (post grant) = 15 min. in savings per report.

Over the three month period, the department has generated 7,230 reports. Therefore, their time savings to date can be calculated as follows

7,230 reports x 15 min. per report = 108,450 min.
108,450 min. /60 min. = 1,807 hrs. saved
1,807 hrs. saved / 1824 hrs. (COPS standard) = 1 FTE

If the department continues to see this level of time savings for the remainder of the 12 months, they can expect to achieve a total redeployment of 4 FTE. Although this is slightly less time savings than they originally estimated, it still exceeds the required level of redeployment for the grant.

After the laptops have been implemented, the department notices that there is additional time savings that occurs as a result of the grant, including:

- electronically transferring reports to supervisor instead of driving reports to headquarters, and
- electronic revisions after review instead of re-writing reports.